



## TOWN OF LOS GATOS

**PARKS & PUBLIC WORKS DEPARTMENT**  
**ENGINEERING DIVISION**  
**PHONE (408) 399-5771**  
**FAX (408) 399-5763**

SERVICE CENTER  
41 MILES AVENUE  
LOS GATOS, CA 95030-6044

### CHECKLIST FOR ON-SITE GRADING AND DRAINAGE

ADDRESS: \_\_\_\_\_

APPLICATION NO.: \_\_\_\_\_

(To be completed by Town Staff)

Instructions: This checklist provides advance notification to applicant of the Town of Los Gatos' final on-site grading and drainage plans and the submittal requirements. Using this checklist will expedite your application through the Town's review process.

Prior to submitting a final on-site grading and drainage plan set to the Engineering Division, please place an "X" in the space to the right of each item below to indicate you have complied. Place an "X" in N/A if the item does not apply. Review applicable section, which are referenced in parentheses, before checking off each item.

#### SEAL AND SIGNATURE OF LICENSED PROFESSIONAL OF WORK:

I hereby declare that I am the Licensed Professional of Work for this project, that I have exercised responsible charge over the design of the project and completion of this checklist as defined in Section 6703 of the Business and Professions Code of the State of California, and that the design is consistent with current standards.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

License Type: \_\_\_\_\_

No.: \_\_\_\_\_ Reg. Exp.: \_\_\_\_\_

(Seal)

	ITEMS	OK	N/A	TOWN COMMENTS
<b>I. GENERAL</b>				
1.	Title sheet with applicable Town notes and a legend.			
2.	24" X 36" sheet size used.			
3.	"Blueprint for a Clean Bay" plan sheet included.			
4.	Title Block/scale/north arrow shown on each sheet.			
5.	Include the project's conditions of approval as part of the plan set.			
6.	Plans must be clearly readable before and after microfilm reproductions.			
7.	The name, number, license expiration date, 'wet' stamp and signature of the licensed professional responsible for the plans shall be included on all sheets.			
8.	Vicinity Map shown (must be microfilmable).			
9.	Sheet index and key map included for 3 or more sheets.			
10.	Provide cross-sections (two) of the entire area and show existing and proposed elevations.			
11.	Driveway profile and include the proposed slope(s).			
12.	Specify construction materials for the driveway and other surfaces.			
13.	All adjacent streets labeled correctly.			
14.	Reference to Town benchmark.			
15.	Existing and proposed property & easement lines.			
16.	Streets dimensioned (existing right-of-way, pavement, curb, gutter, sidewalk and park strips).			
17.	Adjacent properties labeled as to use or owner.			
18.	Existing and proposed utilities.			
19.	Show a construction entrance and concrete washout facility.			

<b>II. GRADING</b>				
20.	2' contour lines in area of work and at least 25' beyond. Darken proposed lines and lighten existing lines.			
21.	Existing and proposed building locations and pad elevations.			
22.	Proposed elevations at high points, grade breaks and other significant locations.			
23.	Finished grade elevations at building corners.			
24.	Lot corner elevations and the elevation at the high point in the yard.			
25.	Provide average slope of the lot.			
26.	Side and rear yard topography extending a sufficient distance beyond property line (20' minimum) to determine that proposed grading will not impede existing drainage patterns.			
27.	Existing and proposed fences and retaining walls with top of wall & bottom of wall elevations.			
28.	A table of cut and fill quantities (cubic yards), by area (house, yard, driveway, etc.).			
29.	Lot numbered and dimensioned per final map.			
30.	Grading conforms to plans approved preliminary plans.			
31.	Sufficient elevations on adjacent parcels must be indicated to demonstrate that proposed grading will not impede existing drainage patterns.			
<b>III. DRAINAGE</b>				
32.	Location and elevation of overland release to public storm system shown.			
33.	Roof drain outlets shown.			
34.	Interior drainage facilities identified (catch basins, pipes, swales, etc.).			
35.	Size, grate elevation and invert elevation of all inlets shown and cross section of drainage swales shown.			
36.	Pipe materials, sizes and slopes shown.			

37.	Channelization of flows to adjacent properties will not be allowed.			
38.	Sheet flow across public property may not be allowed.			
39.	Runoff from impervious areas should be channeled to pervious areas. Direction of flow from impervious to pervious areas shown.			
40.	Amount of existing and proposed pervious and impervious area, in table form, by area and in square feet.			
41.	Drainage calculations using the numeric sizing criteria, if applicable.			
42.	Calculations sizing the selected BMP based on results from the numeric sizing criteria, if applicable.			
43.	Dimensions, cross sections and slopes, if applicable, of the selected BMP to treat the site shown.			
44.	Vegetated drainage swales, filter strips and/or other treatment devices shall be designed to store runoff and drain when at capacity. Elevations of swale features (i.e. top of swale, basin of swale, top of overflow grate, etc.) shown.			